

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement #030520

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| <b>Position Title:</b>     | Administrative Assistant   |
| <b>Location:</b>           | Circuit Mediation and Judicial Support Office, New Orleans, Louisiana  |
| <b>Salary Range/Grade:</b> | CL 24: \$38,298 – \$62,300.<br>Salary commensurate with experience   |
| <b>Closing Date:</b>       | Applications will be considered as soon as received and will continue to be considered until the position is filled. |

## **Overview:**

The U.S. Courts, Fifth Judicial Circuit, consisting of the federal courts in Texas, Louisiana, and Mississippi, is the second largest circuit in the federal system. The Circuit Mediation and Judicial Support Office conducts appellate mediation, reviews Criminal Justice Act fee vouchers and case budgets, assists the Chief Judge and the Judicial Council in judicial conduct and attorney discipline matters, administers the circuit pro bono program, and provides other assistance to the Court as needed.

## **Representative Duties:**

This position reports to the Chief Circuit Mediator and provides administrative, technical, and clerical assistance to the Circuit Mediation and Judicial Support Office. Routine duties include:

- Data entry and docketing in several different court databases.
- Communication with court staff, attorneys, litigants, outside agencies, and the public.
- Proofreading, editing, and processing documents prepared by others.
- Coordinating with other unit members and court staff on docketing and issuing court orders.
- Managing electronic and hard copy filing systems.
- Setting up and providing support for mediation sessions.
- Assisting with CJA appointments and processing as necessary.
- Arranging travel and coordinating travel authorizations and reimbursements.
- Assisting with setting up meetings and conferences.
- Answering main office phone line.
- Maintaining master office calendar.

- Processing office mail and ordering supplies.
- Special projects and other duties as required.

### **Qualifications:**

The position requires at least two years of experience working directly with executive level management in an administrative support role. A bachelor's degree, and experience working in a court environment, particularly federal court, or legal field, are preferred.

### **Requirements:**

- Demonstrated computer proficiency; experience using Adobe Acrobat, MS Word, MS Outlook, Excel, OneDrive, SharePoint Online, Skype for Business, and/or PowerPoint is a plus.
- Excellent verbal and written communication skills, with an emphasis on accuracy and attention to detail.
- Skill in administrative matters, such as file maintenance, record keeping, database management, and report preparation.
- Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions.
- Outstanding interpersonal and organizational skills.
- Ability to prioritize workloads and effectively manage multiple and time-sensitive projects simultaneously.
- Strict adherence to procedural requirements and the utmost judgment, discretion, and confidentiality.
- Willingness to provide support in various areas when necessary such as office operations and other administrative tasks as assigned.
- Availability for occasional travel.

### **Application Procedure:**

Qualified candidates should apply by e-mailing a cover letter, detailed resume, salary history, e-mail address, and daytime phone number as a single Word, .pdf, or WordPerfect document to:

[newvacancy@ca5.uscourts.gov](mailto:newvacancy@ca5.uscourts.gov)

Applications will be considered as soon as received, and will continue to be considered until the position is filled. Applicants should therefore submit applications as soon as possible.

### **Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts and may undergo a technical skills evaluation.
- A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are "at will" employees in the excepted service.

- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

## **EMPLOYEE BENEFITS**

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).